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## **Instructions for getting started in STAR**

prepared by NFC, edited by the AFM Help Desk.

### **ITEMS NEEDED TO PERFORM INSTALL:**

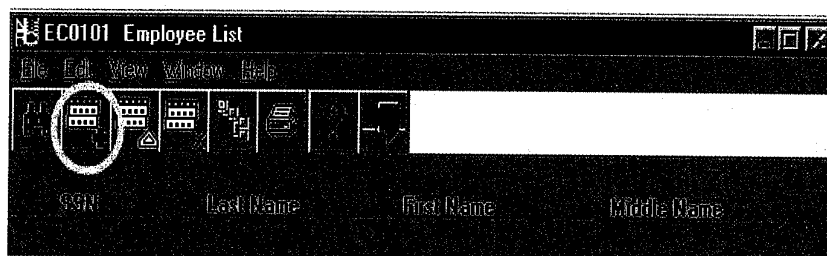
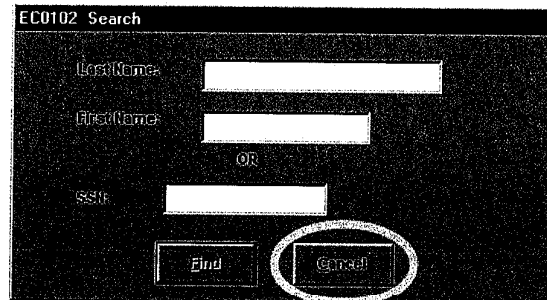
- 1) A copy of one of the employee's T&A
- 2) PC TARE Master Diskette from previous pay period (if a data conversion is required)

**NOTE:** It is important to close all of your other Windows sessions before you start the installation process.

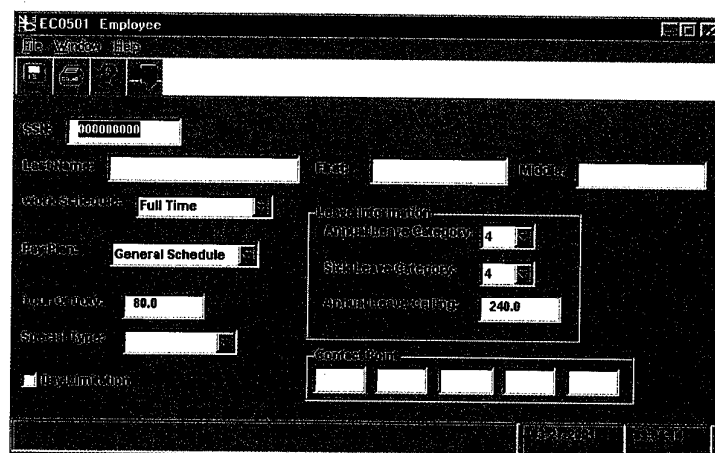
1. To install STAR Permissions and STAR.
  - a. run d:\star\star\starsetup.exe  
follow prompts/ accept defaults  
Cancel Reboot
  - b. Run d:\star\permissions\prmssetup.exe  
follow prompts/ accept defaults  
Cancel Reboot
  - c. Run d:\star\dcom\win9x\dcom9x.exe  
follow prompts/ accept defaults  
Reboot PC
  - d. Run d:\star\mdac\mdac\_typ.exe  
follow prompts/ accept defaults  
Reboot PC

2. To set up STAR Users:

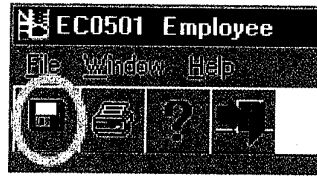
- a. From the Start Menu, Select Programs > **National Finance Center** > **STAR Employee**.
- b. Select **File> Employee List**. A Search pop-up appears.
- c. Click **Cancel** to cancel the search and click **Add** to access the Employee window.



- d. Enter Employee data  
\* if employee prepares their own T&A, use a “dummy” SSN and change the last number of the contact point to 02  
\*if employee does not prepare their own T&A, change the last number of the contact point to 02



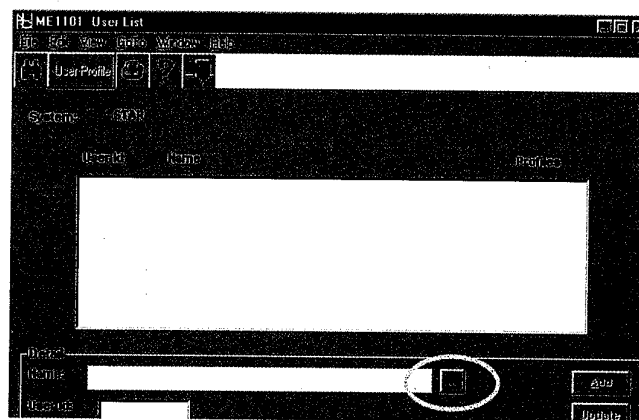
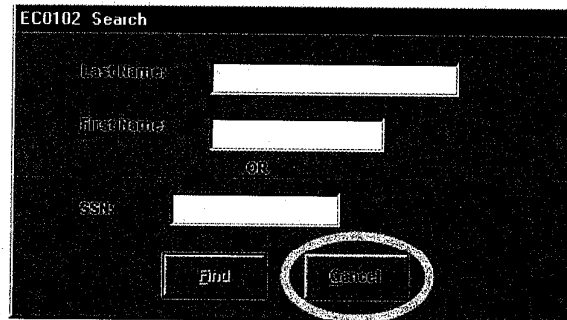
- e Click Save.



- f Click on the Door Icon to Close EMCP (STAR Employee)

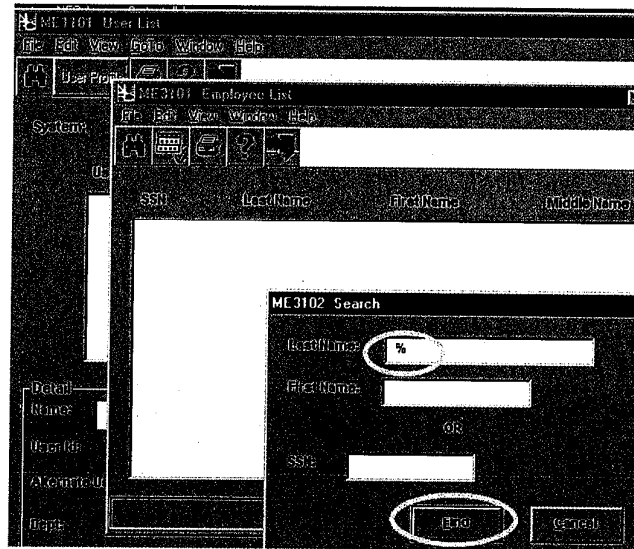


- g From the Start Menu, Select **Programs>National Finance Center>STAR Permissions**.  
h Select **File>User List**. A Search pop-up appears.  
i Click **Cancel** to cancel the search. The User List window is displayed. Click [...] on the User List window.



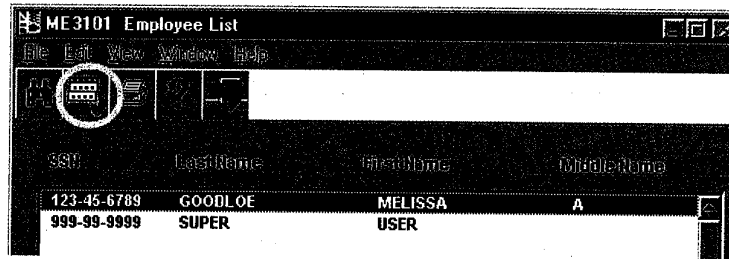
j

Type % on the new Search pop-up. Click **Find**.

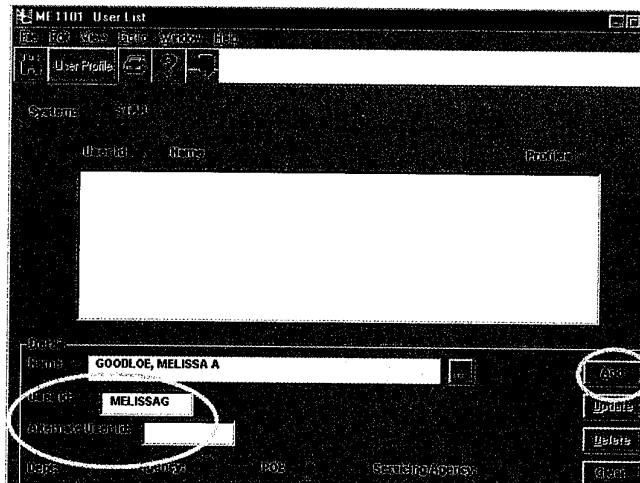


k

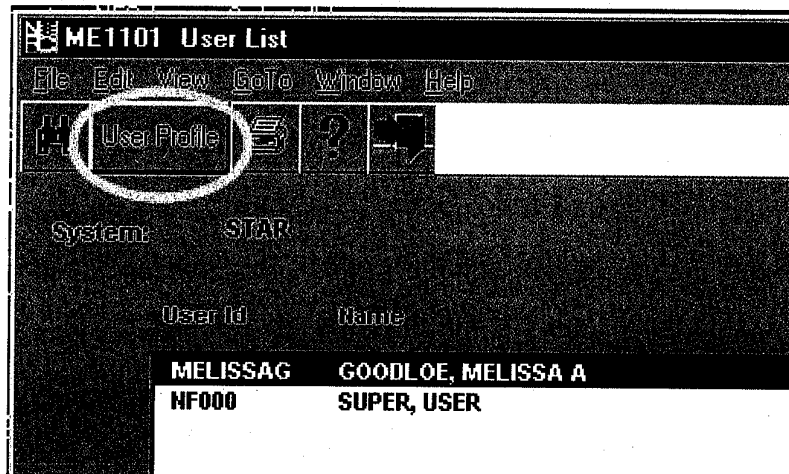
Highlight the applicable Name on Employee List screen and click select.



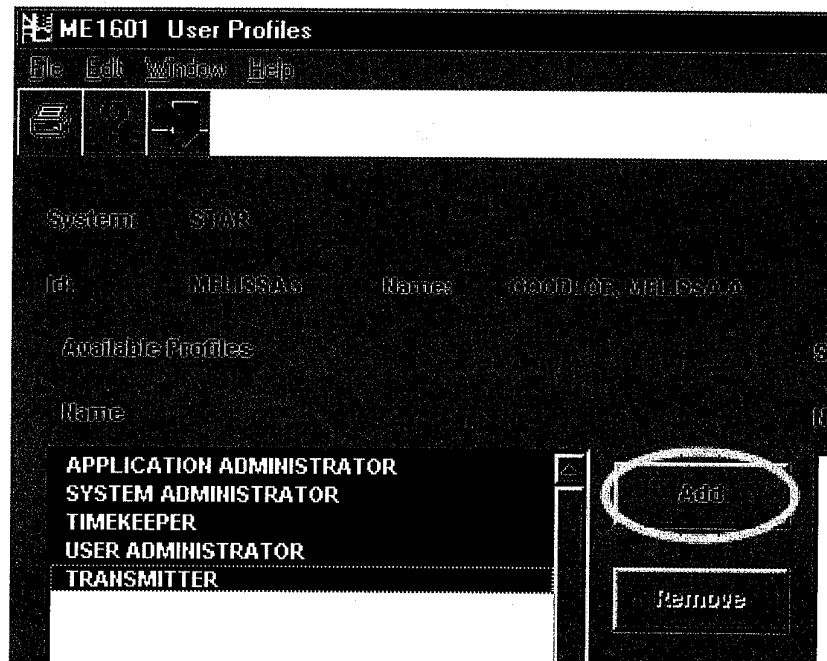
- d. Type the User ID(first name/last initial, ie: johnd), [TAB], and
- e. Alternate ID should be **STAR**
- f. click **Add** on User List window.



- g. Highlight employee's name.
- h. Click **User Profile**.

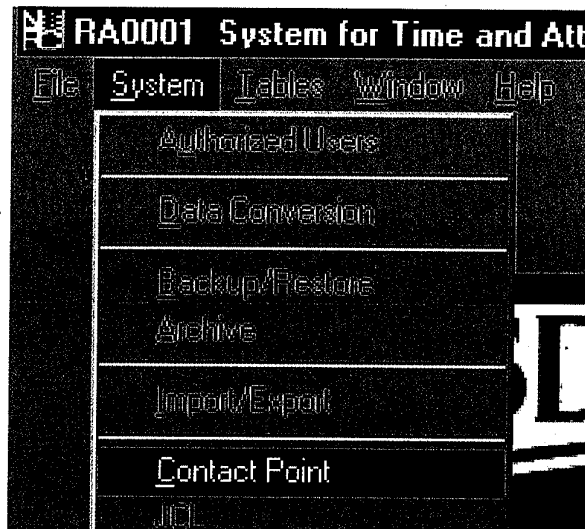


- i. Highlight as required Available Profiles, i.e. System Administrator.
- j. Click **Add**.
- k. Close PRMS.



3. To set up the T&A Contact Points:

- A. From the Start Menu, select **Programs>National Finance Center>STAR.**
- B. Type the User ID and click **Logon.**
- C. Select **System> Contact Point.** The Contact Point Maintenance window is displayed.



- D. Enter T&A Contact Points.
- E. Check Comp Time rollover
- F. Click **ADD**

Agency	Agency Code	Unit	Unit Number	Phone Number

Agency:  Agency Code:  Unit:  Unit Number:  Phone:

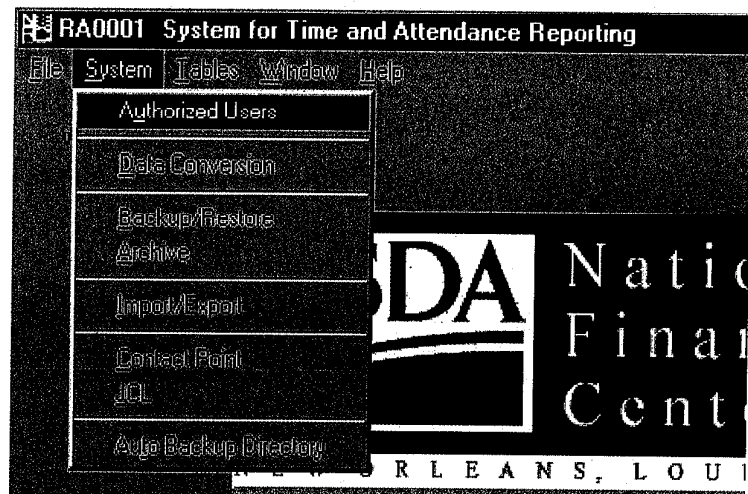
☒ Daily Rollover ☐ Can Someone Enter Own Time

- G. Click on the Door Icon to Close the Contact Point Maintenance window.

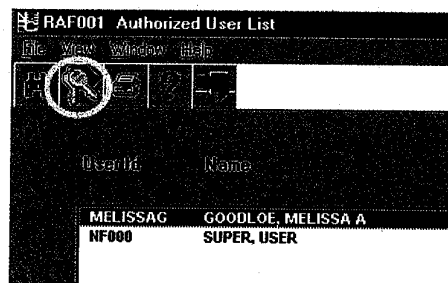


4. To assign T&A Contact Points to STAR users:

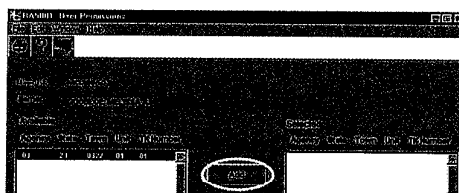
- a. Select **System>Authorized Users**. The Authorized User List window is displayed.



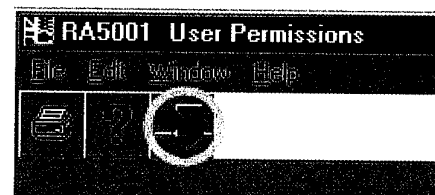
- b. Select the applicable user on Authorized Users List.  
c. Click **User Permissions** (keys icon). The User Permissions window is displayed.



- d. Highlight Available T&A Contact Points and click **Add** for each contact point.

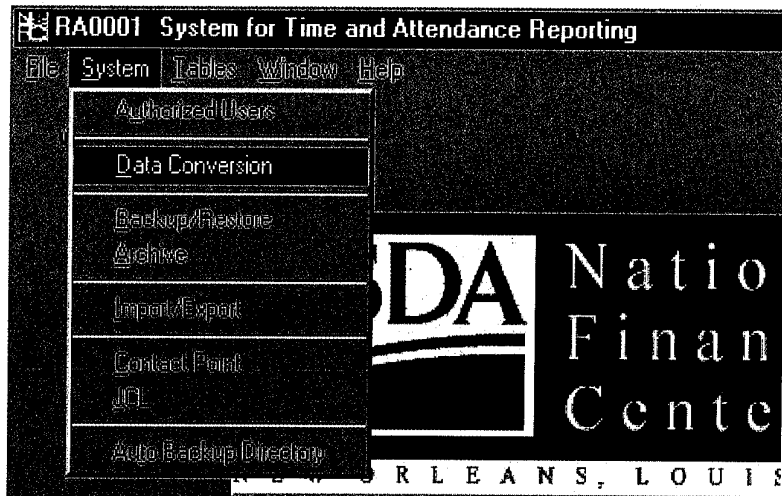


- e. Close User Permissions window.

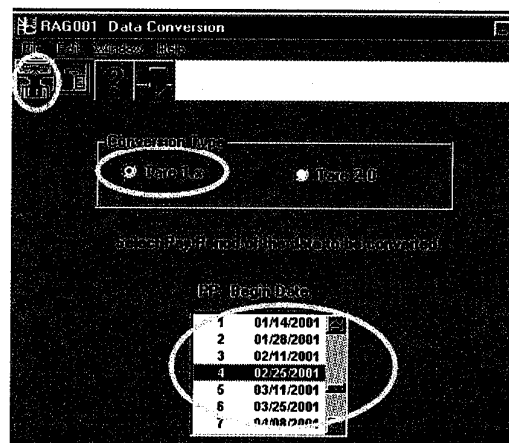


5. To convert PC-TARE data to STAR:

- a. Select **System>Data Conversion**. The Data Conversion window is displayed.



- b. Click **Data Conversion**.  
c. Select pay period for the PC-TARE data that will be converted.  
d. Select Translate and PC-TARE 1.x.  
e. Use data from the last pay period entered in PC-TARE.  
f. Click **Convert Data**.



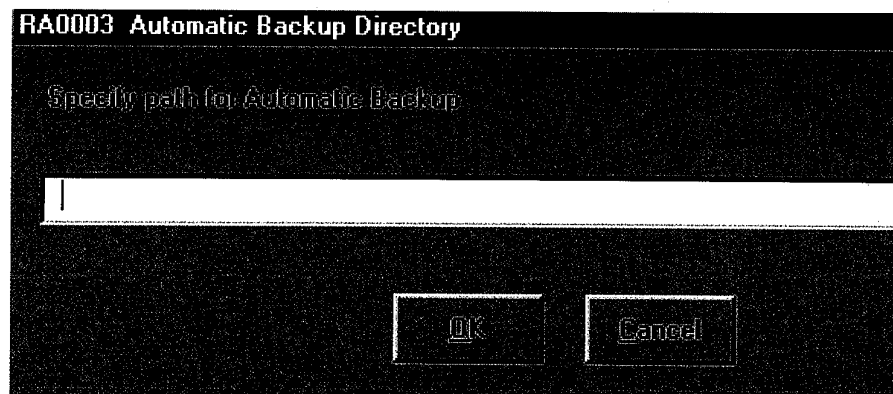
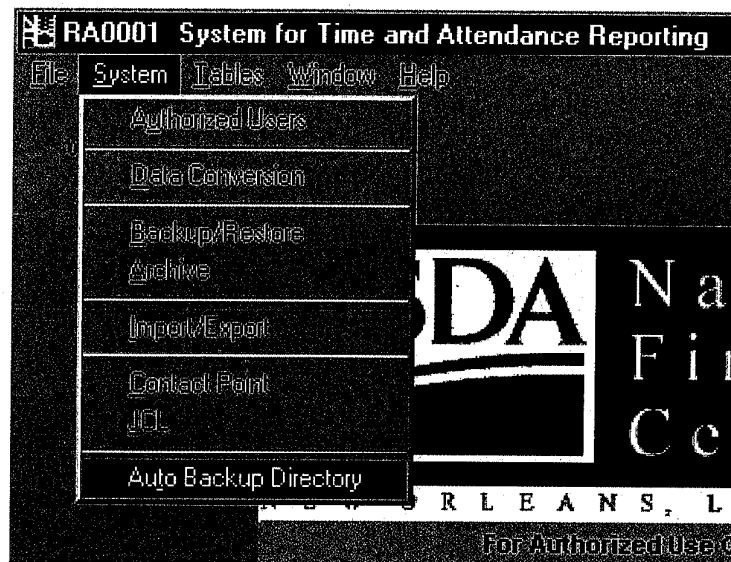
- g. Close Data Conversion window.





6. To perform automatic backup:

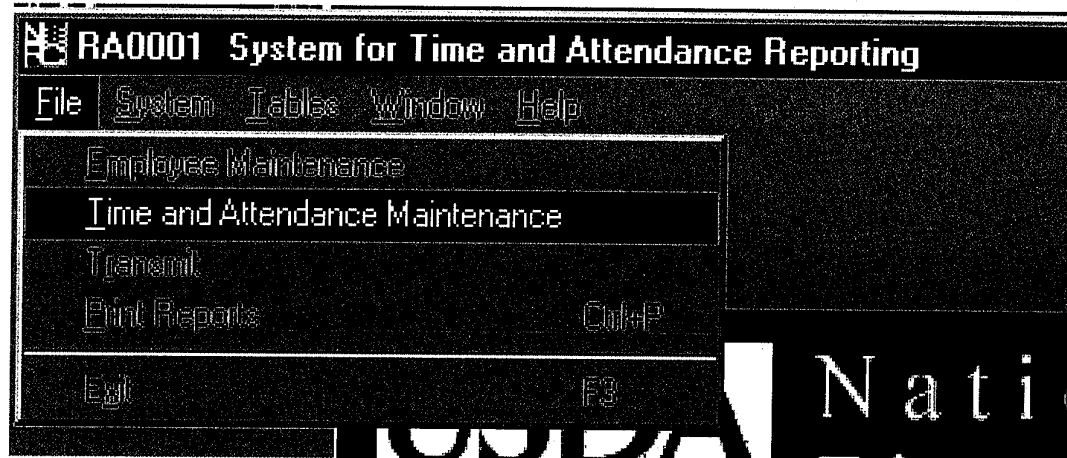
- g. Select **System>Auto Backup Directory** from the STAR Menu Bar. The Automatic Backup Directory pop-up appears.



- h. Specify back up path
- i. Click [ok].

7. Verify Data Conversion

A. Select **file>time and attendance maintenance**



B. Ensure that all employees show up in the list.

Note: You only have to complete this process once. After this process is initially completed, the directory is automatically backed up each time the user exits STAR.